

### **JobNet Business User Manual for Employers**

#### Simply click on the subject to view instructions:

#### Introduction

**About JobNet Business** 

**Using JobNet Business** 

**Initial Registration** 

System Sign On

System Time Out

**Password** 

Feedback

#### **My Job Orders**

Manage My Job Orders

Job Order Search

Job Order Form - Company Info Tab

Job Order Form – Description Tab

Job Order Form – Requirements Tab

Job Order Form – Pay and Benefits Tab

Job Order Form – Details Tab

Job Order Preview

Job Order Save

Incomplete Job Order List

Reopen a Job Order

Copy a Job Order

#### Remove a Job Order from JobNet

# **My Company Information**

Manage Company Records

Manage Contacts

# **System Reports**

Job Orders Removed from JobNet

# **Request for Assistance**

Request for Assistance